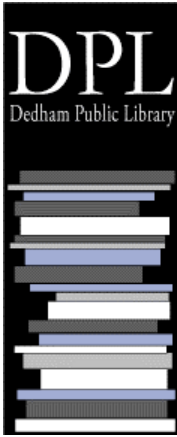


**Dedham Public Library  
Meeting of the Board of Trustees  
Tuesday, April 23, 2013 at the Main @ 7:00 pm**

**Agenda**

0. Reorganization: election of Chair, Vice Chair, and Secretary
1. Public input
2. Minutes of March meeting
3. Financial report
4. Director's report
5. Unfinished Business
  - a. DPL exhibit and bulletin board policies
  - b. Friends/D Lit discussion
  - c. "Jog for Jobs" participation update
6. New Business
  - a. Kindle circulation
  - b. Action items



# Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.  
Dedham, MA 02026  
781.751.9284  
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair  
Brad Bauer  
Michael Chalifoux  
Rachel Tuerck  
Tracy Driscoll

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>APRIL 23, 2013, MAIN LIBRARY, 7:10PM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Joe D'Amico
<b>SECRETARY</b>	Rachel Tuerck
<b>ATTENDEES</b>	Brad Bauer, Cecilia Butler, Mary Ann Tricarico, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	About a dozen folks, but attendance wasn't taken
<b>PRESS CONTACTS</b>	The Dedham Times

## Reorganization and Election of Officers:

Mr. Bauer motioned Tracy Driscoll to be Chairwoman, Ms. Tuerck seconded the motion, and it passed unanimously.

Ms. Driscoll then asked for nominations for Vice Chair. Mr. Bauer made a motion to nominate Ms. Tuerck. Ms. Driscoll seconded the motion, and it passed unanimously.

Ms. Driscoll then asked for nominations for Secretary. Ms. Tuerck nominated Ms. Wilkinson and Cecilia as co-secretaries. Mr. Bauer seconded the motion and it passed.

## 1. PUBLIC INPUT:

Mike Chalifoux spoke to congratulate the new trustees and hope to work with town officials to gain three new library positions.

## **2. MINUTES:**

Mr. Bauer made a motion to approve the March minutes. Ms. Tuerck seconded the motion. The motion passed, with Cecilia and Monika abstaining.

## **3. FINANCIAL REPORT (ATTACHED):**

A motion to approve the Financial Report was made by Ms. Tuerck, seconded by Mr. Bauer, and was approved unanimously.

## **4. DIRECTOR'S REPORT (ATTACHED):**

## **5. UNFINISHED BUSINESS:**

The discussion on DLIT & Friends will be postponed to the May meeting, if representatives from both organizations can attend.

The library staff and trustees will participate in the Jog For Jobs May 4<sup>th</sup> as a library team. Ms. Driscoll and Dr. Tricarico will coordinate with Amber for more information.

Dr. Tricarico would like to hire a contract IT person for about six months to help upgrade the website, review other computer issues, and possibly complete an IT overview for next steps. The town will also be doing a town-wide technology audit at some point, so this would be in tandem. Dr. Tricarico will outline the proposal and review it with the trustees before hiring anyone.

## **6. NEW BUSINESS:**

Kindle policies & updates, testing. Will discuss more next month.

New Members:

- Open Meeting
- Trustee Handbook
- Strategic Plan
- Library Advocate Manual
- MAR/TAMI
- Procedures

## 7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Invite presidents of DLIT (Kristen Overman) and The Friends (Jeanette Evans) to next meeting	Ms. Driscoll	Postponed until May Meeting
Forward exhibit policy research to trustees and Dr. Tricarico	Ms. Tuerck	Before May meeting
Draft a library Jog for Jobs email promo; coordinate with Amber Socci	Ms. Driscoll and Dr. Tricarico	Before May 4, 2013
Contact Dedham Savings (or any other potential sponsors) to see if they'd support x amount per patron to show up at Jog for Jobs or matching	Ms. Tuerck	Before May 4, 2013
New Trustee Handbook with new trustees	Ms. Tuerck	Before May meeting

For next meeting agenda:

~Update on Kindle circulation

~Review both exhibit and bulletin board usage policy

~Review policy list (bulletin board, free materials/brochures give-aways, emergency plan policy on deck for the future)

For future meetings beyond April:

~ Review e-book policies research and outline e-book support (to be addressed after procedures are completed, see what we need, work with it, and then adopt a policy)

~ DLIT and The Friends definition and relationship to library - May meeting?

~ Review snow closing policy and share it with town hall, possibly sometime in the summer. Discuss if library needs a 2<sup>nd</sup> snow blower or if the library needs to be promoted among town plowing priorities.

Set dates for future meetings:

Wednesday, May 15, 7pm at Endicott

Wednesday, June 12, 7pm at Main

Wednesday, July 17 9am @ Main (tentative)

Mr. Bauer then moved to adjourn the Trustees meeting, seconded by Ms. Tuerck. The motion passed unanimously @ 7:54 pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

- ~ Agenda
- ~ Financial Report
- ~ Director's Report
- ~ Exhibit and bulletin board policies distributed for discussion next month



# Library Trustee Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>001 - General Fund</b>										
EXPENSE										
Department <b>610 - Library</b>										
Division/Location <b>610 - Administration / Operations</b>										
<b>5110</b>	<b>Wages, Perm.</b>									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	7,276.50	.00	69,126.75	25,831.25	73	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	6,569.17	.00	58,876.81	22,185.19	73	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	17,385.00	.00	140,128.13	86,745.87	62	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	3,922.50	.00	38,304.98	12,032.02	76	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	19,220.80	.00	178,140.35	64,690.65	73	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,584.00	.00	11,697.75	9,443.25	55	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	3,285.00	.00	31,207.50	11,661.50	73	.00
	<b>5110 - Wages, Perm. Totals</b>	<b>\$760,072.00</b>	<b>\$0.00</b>	<b>\$760,072.00</b>	<b>\$59,242.97</b>	<b>\$0.00</b>	<b>\$527,482.27</b>	<b>\$232,589.73</b>	<b>69%</b>	<b>\$0.00</b>
<b>5120</b>	<b>Wages, Temp.</b>									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	1,888.87	.00	7,917.53	3,082.47	72	.00
	<b>5120 - Wages, Temp. Totals</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$1,888.87</b>	<b>\$0.00</b>	<b>\$7,917.53</b>	<b>\$3,082.47</b>	<b>72%</b>	<b>\$0.00</b>
<b>5140</b>	<b>Differentials</b>									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	.00	.00	2,470.00	1,193.00	67	.00
	<b>5140 - Differentials Totals</b>	<b>\$3,663.00</b>	<b>\$0.00</b>	<b>\$3,663.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,470.00</b>	<b>\$1,193.00</b>	<b>67%</b>	<b>\$0.00</b>
<b>5190</b>	<b>Other</b>									
5190-192	Other Car Allowance	5,600.00	.00	5,600.00	350.00	.00	3,150.00	2,450.00	56	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	<b>5190 - Other Totals</b>	<b>\$5,615.00</b>	<b>\$0.00</b>	<b>\$5,615.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$3,150.00</b>	<b>\$2,465.00</b>	<b>56%</b>	<b>\$0.00</b>
<b>5270</b>	<b>Rent/Lease</b>									
5270-270	Rent/Lease Equipment	7,000.00	.00	7,000.00	525.56	6.05	5,197.85	1,796.10	74	.00
	<b>5270 - Rent/Lease Totals</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$525.56</b>	<b>\$6.05</b>	<b>\$5,197.85</b>	<b>\$1,796.10</b>	<b>74%</b>	<b>\$0.00</b>
<b>5300</b>	<b>Prof/Tech</b>									
5300-221	Prof/Tech Alarm Testing / Inspection	14,608.00	.00	14,608.00	991.00	.00	2,570.25	12,037.75	18	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	.00	.00	1,630.00	2,370.00	41	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	319.23	.00	1,969.34	780.66	72	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
	<b>5300 - Prof/Tech Totals</b>	<b>\$62,318.00</b>	<b>\$0.00</b>	<b>\$62,318.00</b>	<b>\$1,310.23</b>	<b>\$0.00</b>	<b>\$45,065.63</b>	<b>\$17,252.37</b>	<b>72%</b>	<b>\$0.00</b>
<b>5420</b>	<b>Office Supplies</b>									
5420-420	Office Supplies General	20,700.00	.00	20,700.00	2,663.70	.00	15,394.20	5,305.80	74	.00
	<b>5420 - Office Supplies Totals</b>	<b>\$20,700.00</b>	<b>\$0.00</b>	<b>\$20,700.00</b>	<b>\$2,663.70</b>	<b>\$0.00</b>	<b>\$15,394.20</b>	<b>\$5,305.80</b>	<b>74%</b>	<b>\$0.00</b>
<b>5580</b>	<b>Other</b>									
5580-581	Other Uniforms	1,100.00	.00	1,100.00	727.26	.00	1,019.24	80.76	93	.00
	<b>5580 - Other Totals</b>	<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>	<b>\$727.26</b>	<b>\$0.00</b>	<b>\$1,019.24</b>	<b>\$80.76</b>	<b>93%</b>	<b>\$0.00</b>
<b>5710</b>	<b>Travel</b>									
5710-710	Travel Expenses	1,000.00	.00	1,000.00	.00	.00	34.21	965.79	3	.00
	<b>5710 - Travel Totals</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34.21</b>	<b>\$965.79</b>	<b>3%</b>	<b>\$0.00</b>



# Library Trustee Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>001 - General Fund</b>										
EXPENSE										
Department <b>610 - Library</b>										
Division/Location <b>610 - Administration / Operations</b>										
<b>5730</b>	<b>Dues/Memberships</b>									
5730-730	Dues/Memberships Dues & Memberships	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	.00
	<b>5730 - Dues/Memberships Totals</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>0%</b>	<b>\$0.00</b>
	Division/Location <b>610 - Administration / Operations</b> Totals	\$874,218.00	\$0.00	\$874,218.00	\$66,708.59	\$6.05	\$607,730.93	\$266,481.02	70%	\$0.00
Division/Location <b>611 - Library Materials</b>										
<b>5581</b>	<b>Library Materials</b>									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	28,894.66	.00	98,960.67	11,588.33	90	.00
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	.00	.00	13,564.04	1,435.96	90	.00
5581-614	Library Materials DVDs	18,070.00	.00	18,070.00	1,347.80	.00	11,056.97	7,013.03	61	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	237.07	.00	237.07	762.93	24	.00
5581-617	Library Materials Audio	3,655.00	.00	3,655.00	93.55	.00	1,252.84	2,402.16	34	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	300.00	.00	4,839.16	160.84	97	.00
5581-619	Library Materials Other	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	<b>5581 - Library Materials Totals</b>	<b>\$154,274.00</b>	<b>\$0.00</b>	<b>\$154,274.00</b>	<b>\$30,873.08</b>	<b>\$0.00</b>	<b>\$129,910.75</b>	<b>\$24,363.25</b>	<b>84%</b>	<b>\$0.00</b>
	Division/Location <b>611 - Library Materials Totals</b>	<b>\$154,274.00</b>	<b>\$0.00</b>	<b>\$154,274.00</b>	<b>\$30,873.08</b>	<b>\$0.00</b>	<b>\$129,910.75</b>	<b>\$24,363.25</b>	<b>84%</b>	<b>\$0.00</b>
	Department <b>610 - Library Totals</b>	<b>\$1,028,492.00</b>	<b>\$0.00</b>	<b>\$1,028,492.00</b>	<b>\$97,581.67</b>	<b>\$6.05</b>	<b>\$737,641.68</b>	<b>\$290,844.27</b>	<b>72%</b>	<b>\$0.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,028,492.00</b>	<b>\$0.00</b>	<b>\$1,028,492.00</b>	<b>\$97,581.67</b>	<b>\$6.05</b>	<b>\$737,641.68</b>	<b>\$290,844.27</b>	<b>72%</b>	<b>\$0.00</b>
Fund <b>001 - General Fund Totals</b>										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	1,028,492.00	.00	1,028,492.00	97,581.67	6.05	737,641.68	290,844.27	72	.00
	Fund <b>001 - General Fund Totals</b>	<b>(\$1,028,492.00)</b>	<b>\$0.00</b>	<b>(\$1,028,492.00)</b>	<b>(\$97,581.67)</b>	<b>(\$6.05)</b>	<b>(\$737,641.68)</b>	<b>(\$290,844.27)</b>		<b>\$0.00</b>
Grand Totals										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	1,028,492.00	.00	1,028,492.00	97,581.67	6.05	737,641.68	290,844.27	72	.00
	Grand Totals	<b>(\$1,028,492.00)</b>	<b>\$0.00</b>	<b>(\$1,028,492.00)</b>	<b>(\$97,581.67)</b>	<b>(\$6.05)</b>	<b>(\$737,641.68)</b>	<b>(\$290,844.27)</b>		<b>\$0.00</b>

## Director's Report for April 23, 2013 Library Trustees Meeting

### Resources and Services - March 2013

- **Statistics:**

	<b>Dec. 2012</b>	<b>Jan. 2013</b>	<b>Feb. 2013</b>	<b>March 2013</b>
<b>Circulation:</b>				
Main	4614	5308	5233	5180
Endicott	5273	6083	5655	6113
<b>Total</b>	<b>9,887</b>	<b>11,391</b>	<b>10,888</b>	<b>11,293</b>
<b>Inter Library Loans (ILL):</b>				
Items <b>Borrowed</b> from other libraries for:				
Main	969	1184	1063	1102
Endicott	145	1329	1106	1233
<b>Total ILL items Borrowed</b>	<b>1114</b>	<b>2513</b>	<b>2169</b>	<b>2335</b>
Items <b>Loaned to</b> other Libraries from:				
Main	2517	2885	2472	2924
Endicott	1006	1055	1077	1165
<b>Total ILL items Loaned</b>	<b>3523</b>	<b>3840</b>	<b>3549</b>	<b>4089</b>
<b>Gate Count*:</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>
<b>Main</b> –open 5 days/wk	5292	4138	5860	4261
<b>Endicott</b> -open 6 days/wk	3920	4819	5978	5261

*\*Gate Counts represent the approximate number of people entering the libraries*

- **Circulation of Library's Deposit Collection of Books at Middle and High Schools:**

Dedham High School collection: 309 books		Dedham Middle School collection: 431 books	
October	17	October	9
November	27	November	34
December	11	December	9
January	9	January	62
February	20	February	32
March	8	March	22



• **Children's Programming - March 2013**

Date	Program Title	Age Range	Location	#	#
3/04/13	Storytime	Children (All Ages)	Endicott	5	
3/5/13	Storytime	Children (All Ages)	Main		16
3/06/13	Storytime	Children (All Ages)	Endicott	10	
3/11/13	Storytime	Children (All Ages)	Endicott	18	
3/12/13	Ms. Marsha Magic Carpet	Children Grades 1-5	Endicott	2	
3/12/13	Storytime	Children (All Ages)	Main		15
3/13/13	Storytime	Children (All Ages)	Endicott	10	
3/14/13	Storytime	Children (All Ages)	Main		4
3/18/13	Storytime	Children (All Ages)	Endicott	10	
3/19/13	Storytime`	Children (All Ages)	Main		4
3/20/13	Storytime	Children (All Ages)	Endicott	6	
3/21/13	Storytime	Children (All Ages)	Main		10
3/25/13	Storytime	Children (All Ages)	Endicott	19	
3/26/13	Storytime	Children (All Ages)	Main		16
3/26/13	Ms. Marsha Play N Learn	Children Ages 2.5 – 5	Main		4
3/27/13	Storytime	Children (All Ages)	Endicott	4	
3/28/13	Storytime	Children (All Ages)	Main		4
	<b>March 2013</b>	<b>Total Attendance</b>	<b>Endicott</b>	<b>84</b>	
			<b>Main</b>		<b>73</b>

• **Adult Programming - March 2013**

3/05/13	Women's Book Group	Endicott	10
3/16/13	Pain Clinic	Endicott	10
3/18/13	DLIT Breakfast at Tiffany's book discussion,	Main	20
3/19/13	Co-Ed Book Group	Endicott	10
3/27/13	Friends' Author Night with Sheila Connelly	Main	20

**Staffing – March 2013**

1. Danielle Conklin has recently been awarded the Association of Independent Information Professionals Annual Writers Award for her article "Don't Delay, Hire a Business Coach Today," in the September 2012 issue of *Connections* magazine.

<b>Operations – March 2013</b>
--------------------------------

1. Per our Strategic Plan objectives, we have now implemented a system to record and tabulate reference and informational questions asked. The March statistics are the following:
  - i. Endicott: 192
  - ii. Main Circ Dept: 205
  - iii. Main Reference Dept: 187
  - iv. Main Children's Dept: 301

***Total March reference and informational transactions: 885***
2. On March 20, the Library Staff and Trustees honored Joe D'Amico for his seventeen years of service as a Library Trustee.

***Respectfully submitted by  
Dr. Mary Ann Tricarico  
Library Director  
April 18, 2013***